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U.S. Department of Labor

Occupational Safety and Health Administration
Washington, D.C. 20210

Reply to the Attention of: OEFT



JUL 14 1980

MEMORANDUM TO: AGENCY SAFETY AND HEALTH PERSONNEL
FROM: *Clinton M. Wright by RPW*
CLINTON M. WRIGHT, DIRECTOR
DIRECTORATE OF TRAINING, EDUCATION,
CONSULTATION AND FEDERAL AGENCY PROGRAMS
SUBJECT: PROCEDURE FOR NOMINATING AGENCY PERSONNEL
FOR OSHA TRAINING

Paragraph 1-201(k) of Executive Order 12196 requires each agency head to provide safety and health training for all its employees. To assist agencies in fulfilling this responsibility, we are pleased to announce the OSHA Safety and Health training schedule for FY 1981 (copy attached). Federal department and agency personnel may attend any of the courses listed in this schedule. The courses will be held at the OSHA Training Institute, 1555 Times Drive, Des Plaines, Illinois 60018.

Federal departments and agencies who wish to submit nominees for the courses must adhere to the following procedures:

- Federal Department and Agency Headquarters Safety and Health Designees shall nominate personnel by letter directly to Mr. Bruce A. Dobbs, Chief, Division of Consultation and Training, Office of Federal Agency Safety and Health Programs, Department of Labor, OSHA, 200 Constitution Ave., N.W., Washington, D.C. 20210. Individual requests from agency field units will not be accepted, nor will agency requests sent directly to the OSHA Training Institute.
- All nominations must be received by this office no later than one month preceding each calendar quarter.
- All nominees accepted will be registered and notified. Those nominees who cannot be accepted because the class quota is filled will be put on standby and will be notified of that status.

From past experience, we have found that some individuals have registered for courses which have no bearing on their work activities or career goals. To help eliminate this problem, we encourage Agency Safety and Health Designees to carefully screen the applications they receive.

Federal agencies and/or Federal councils requesting OSHA Institute staff to provide on-site training shall reimburse the Institute for expenses incurred. Requests for on-site training shall be made in writing to the Chief, Division of Consultation and Training, Office of Federal Agency Safety and Health Programs.

Attachment

OSHA Notice **TED 1**
 October 1, 1980
 Office of Training and Education

Appendix A
 FY 81 OSHA Training Institute Schedule

COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
CONSTRUCTION STANDARDS FOR CSHO'S		
100-3 E	<p>Course provides in-depth study of construction standards in 29 CFR 1926 and inherent hazards in noncompliance and covers: PPE; fire protection; mechanized equipment; materials handling; welding and cutting; use of explosives; excavating, trenching, and shoring; ladders; and elevators. (9 days).</p> <p>PREREQUISITES: #100-63 and #100-66. For industrial hygienists: #100-27 and #100-32, (or #100-5) and #100-37.</p> <p>In the case of OSHA safety officers with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for Course #100-3. For OSHA industrial hygienists with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites, with the exception of #100-37.</p>	Dates to be announced later
ADVANCED MARITIME COURSE FOR CSHO'S		
100-4 EE	<p>Course expands the basic course materials through more advanced theories, problems, and procedures. (4 days)</p> <p>PREREQUISITES: #100-24, minimum of 5 solo maritime inspections, or 5 inspections made in conjunction with a senior maritime CSHO and minimum time of 6 months between #100-24 and #100-4, and supervisor's approval.</p>	Dates and locations to be announced later

LEGEND:

M - Mandatory course
 E - Elective course (but only for those who have not already completed comparable training or who have acquired the knowledge and skills taught in the course)
 EE - Elective at all times
 CEU's - Continuing Education Unit

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-10 E	HAZARDOUS MATERIALS, WELDING, COMPRESSED GASES AND FIRE PROTECTION Course focuses on the recognition, evaluation, and control of flammables, combustibles, and explosives. Topics include: flammable range; storage of flammables; spray and dip coating; compressed gases; explosive and blasting agents; LP gas; anhydrous ammonia; and sanitation. (9 days) Industrial Hygienists may be registered in this course when circumstances prevent registration in Course 100-116. PREREQUISITES: #100-63 and #100-66 and supervisor's approval. In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for safety officers, but for industrial hygienists #100-37 is required.	01/20/81 - 01/30/81 02/24/81 - 03/06/81 04/21/81 - 05/01/81 07/28/81 - 08/07/81
100-16 M	ACCIDENT INVESTIGATION Course provides the trainee with: techniques of information collection; accident reconstruction; interview techniques and witness statements; techniques of photography; accident cause analysis; violations, citations, and legal procedures; problem simulation; and immediate and delayed accident investigation. (4 days) (Numbered #100-72 at one time) (This is an extension of the accident investigation coverage in Course #100-66, Introduction to OSHA Safety Standards and Safety Hazard Recognition.) Industrial Hygienists may be registered in this course when circumstances prevent registration in Course 100-118. PREREQUISITES: #100-63 and #100-66. In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-16.	11/13/80 - 11/21/80 02/19/81 - 02/27/81 04/09/81 - 04/17/81 09/10/81 - 09/18/81

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-17	ELECTRICAL STANDARDS FOR CSHO'S	
E	Course familiarizes trainee with hazards inherent in electrical installations and equipment. Covers: electrical principles; grounding requirements and connection regulations for fixed and portable equipment; and over-current protection. Provides training in inspection procedures, with emphasis on Subpart S, 1910.309. (9 days)	10/28/80 - 11/07/80 02/24/81 - 03/06/81 05/05/81 - 05/15/81 07/14/81 - 07/24/81 08/18/81 - 08/28/81
	PREREQUISITES: #100-63 and #100-66, and supervisor's approval.	
	In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-17, but for industrial hygienists, #100-37 is required.	
100-18	MACHINERY AND MACHINE GUARDING STANDARDS FOR CSHO'S	
E	Course familiarizes trainee with specific types of machinery and machine guards and develops an understanding of machine guarding inspection procedures enabling CSHO to recognize hazards of point of operation, rotating parts, flying chips, sparks, etc. Covers Subpart O of 1910. (7 days)	10/28/80 - 11/05/80 03/31/81 - 04/08/81 06/23/81 - 07/01/81 08/25/81 - 09/02/81
	PREREQUISITES: #100-63 and #100-66, and supervisor's approval.	
	In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-18, but for industrial hygienists, #100-37 is required.	

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-19	CRANES AND MATERIAL HANDLING AND STORAGE FOR CSHO'S	
E	<p>Course familiarizes trainee with hazards of handling and storing materials in all types of workplaces and covers standards relating to handling equipment as well as aisles and passageways, clearance signs, and guarding openings. Subparts F and N of 1910 are covered in this course. (7 days)</p> <p>PREREQUISITES: #100-63 and #100-66, and supervisor's approval.</p> <p>In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-19, but for industrial hygienists, #100-37 is required.</p>	<p>10/21/80 - 10/29/80 04/21/81 - 04/29/81 07/14/81 - 07/22/81 09/22/81 - 09/30/81</p>
100-24	MARITIME STANDARDS FOR CSHO'S	
E	<p>Course covers legal foundations and interpretations of maritime jurisdiction and application, including functions of the U.S. Coast Guard. Longshoring industry study covers vessel and equipment nomenclature and how equipment is used. Shipyard study covers vessel repair, construction, workplace environment, and the work of the Shipyard Competent Person. Maritime standards are given extensive coverage. (9 days)</p> <p>PREREQUISITES: #100-63 and #100-66 and supervisor's approval.</p> <p>In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-24, but for industrial hygienists, #100-37 is required.</p>	<p>01/06/81 - 01/16/81 06/02/81 - 06/12/81</p>

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-27	INITIAL COMPLIANCE COURSE FOR INDUSTRIAL HYGIENISTS	
M	<p>Course ensures that the trainee has a basic knowledge of OSHA and its implications for the Industrial Hygienist and enables the trainee to assist the Area Office effectively in its hygiene inspection activities. Covers: content and development of OSHA's health standards, inspection policies, procedures, and forms; introductory concepts of health hazard recognition; and basic instrument calibration. Course uses the Federal Register, FOM and IHFOM as resource documents. (14 days)</p> <p>PREREQUISITES: (a) Civil Service rating in GS-690* series; (b) appointment to a Federal governmental unit or OSHA State Plan Program or 7(c)(1) Program; (c) approval of regional appointing or training official and the concurrence of the OSHA Training Institute Manager; (d) successful completion of course #100-25, Orientation, Self-Instruction; (e) successful completion of course #100-26, First On-The-Job Training; (f) training in basic industrial hygiene or the equivalent of course #100-50.</p>	<p>12/02/80 - 12/19/80 03/10/81 - 03/27/81 06/09/81 - 06/26/81 09/22/81 - 10/09/81</p>

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-32	ADVANCED COMPLIANCE COURSE FOR INDUSTRIAL HYGIENISTS	
M	Course covers field policies for OSHA enforcement activities as contained in the IHFOM, Program Directives, etc. Topics include: direct-reading instruments; coke oven standards; carcinogens and related standards; introduction to ionizing and nonionizing radiation and related standards; advanced noise instrumentation; work practice standards; compliance determination; and legal aspects. Objective is to enable the trainee to perform an industrial hygiene inspection, according to the FOM and IHFOM, in a variety of industries. (9 days)	10/21/80 - 10/31/80 02/24/81 - 03/06/81 05/12/81 - 05/22/81 08/04/81 - 08/14/81
	PREREQUISITES: (a) Civil Service rating in GS-690 series; (b) appointment to a Federal Governmental unit or an OSHA State Plan Program or 7(c)(1) Program; (c) completion of OSHA Training Institute courses #100-50 or equivalent, #100-27, and #100-30 and 6 months OSHA experience.	
100-37	SAFETY HAZARD RECOGNITION	
M	Course covers recognition of principal hazards as well as standards, sources of information, and procedures for referring safety hazards to Safety Compliance Officers; to complete the inspection/citation process. (9 days)	10/21/80 - 10/31/80 04/07/81 - 04/17/81 07/07/81 - 07/17/81 08/11/81 - 08/21/81
	PREREQUISITES: (a) Civil Service rating in GS-690 series; (b) appointment to a Federal governmental unit or an OSHA State Plan Program or 7(c)(1) Program; (c) completion of OSHA Training Institute courses: #100-50 or equivalent, #100-27, #100-32, #100-36, #100-44.	

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-39	PRINCIPLES OF INDUSTRIAL VENTILATION	
EE	Course teaches principles of industrial ventilation as a means of controlling potentially hazardous air contaminants. Topics include: the physics of air; classification of ventilation systems; terminology; fundamentals of air flow; make-up air; air movers; air cleaners; system design; system balancing; air flow system surveys; and a design problem session. (7 days)	01/06/81 - 01/16/81 03/03/81 - 03/13/81 04/21/81 - 05/01/81 07/14/81 - 07/24/81 08/18/81 - 08/28/81
	PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses: #100-27 and #100-32 (or #100-5) and #100-37; (c) one year of OSHA industrial hygiene experience or equivalent; (d) for safety personnel after June 1, 1980, Intermediate Industrial Hygiene Course for Safety Officers.	
100-40	RECOGNITION, EVALUATION AND CONTROL OF NOISE COURSE	
EE	Course covers noise terminology, principles of noise evaluation, equipment, standards, principles of noise controls, and feasibility of abatement. Laboratory exercise involving the sound level meter, dosimeter, impact meter, and octave band analyzer is included. (9 days)	12/02/80 - 12/12/80 02/03/81 - 02/13/81 06/02/81 - 06/12/81 09/15/81 - 09/25/81
	PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses #100-27 and #100-32 (or #100-5), and #100-37; (c) one year of OSHA industrial hygiene experience; (d) for safety personnel, after June 1, 1980, Intermediate Industrial Hygiene Course for Safety Officers.	
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COURSE NO.	COURSE TITLE	DATES
100-47	CIVIL LAW ENFORCEMENT COURSE	
EE	<p>Courtroom procedures, expectations of Department of Labor solicitors, necessary documentation, and case preparation are covered, as well as a review of selected case files showing correct and incorrect application of civil law enforcement skills. (4 days)</p> <p>(Register hygiene participants in Safety course #100-71, Civil Law Enforcement for CSHO'S)</p> <p>PREREQUISITES: (a) Civil Service rating in GS-690 series; (b) appointment to a Federal governmental unit or OSHA State Plan Program or 7(c)(1) Program, (c) completion of OSHA Training Institute courses #100-27 and #100-32 (or #100-5) and #100-46.</p>	Dates to be announced later
100-55	COMMUNICATIONS AND HUMAN RELATIONS COURSE	
M	<p>Course covers techniques of relating effectively to all with whom the compliance officer must interact.</p> <p>(When conducted in the field, this is a 3-day course. When conducted at the Institute, this is a 4-day course.)</p> <p>(Register hygiene participants in Safety Course #100-70, Communications and Human Relations for CSHO's)</p> <p>PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) appointment to a Federal governmental unit or OSHA State Plan Program or 7(c)(1) Program; (c) completion of OSHA Training Institute courses: #100-27 and # 100-32 (or #100-5) and #100-46.</p>	<p>11/18/80 - 11/21/80 12/16/80 - 12/19/80 03/03/81 - 03/06/81 04/14/81 - 04/17/81 07/07/81 - 07/10/81 09/29/81 - 10/02/81</p>

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COURSE NO.	COURSE TITLE	DATES
100-57	RESPIRATOR TRAINING COURSE	
E	Course covers the manufacture, testing, certification, selection, fitting, use and maintenance of respirators. Course includes laboratory exercise. (7 days)	11/13/80 - 11/21/80 04/02/81 - 04/10/81 09/10/81 - 09/18/81
	PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses #100-27 and #100-32 (or #100-5).	
100-63	INITIAL COMPLIANCE COURSE FOR SAFETY OFFICERS	
M	Course gives trainee a basic knowledge of OSHA Act, organization and content of the standards, policies, inspection procedures, administration, and resource documents. Personal protective equipment for the CSHO and the employees at the worksite is demonstrated.	12/02/80 - 12/12/80 03/24/81 - 04/03/81 06/16/81 - 06/26/81 09/29/81 - 10/09/81
	A full day of the course focuses on communications and a human relations overview, teaching the skills necessary to handle sensitive interactions between the CSHO and peers, employers, workers, legal officers, administrators, the public, and others. (9 days)	
	PREREQUISITE: Equivalent of content of Course #100-62.	
	In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisite for #100-63.	

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COURSE NO.	COURSE TITLE	DATES
100-66	INTRODUCTION TO OSHA SAFETY STANDARDS AND SAFETY HAZARD RECOGNITION	
M	<p>Course covers introduction to safety hazard recognition, practical applications of inspection process, accident investigation seminar, and industrial hygiene basic instrumentation. Trainee is taught to recognize basic industrial processes, associated hazards, and applicable OSHA standards, largely via audio-visual presentation of walkthrough surveys and the like.</p> <p>Two days are given to review, analysis, and criticism of inspection case files in trainee's Area Office, with emphasis on oral presentation of cases and assessment of findings based on office records.</p> <p>The one-day seminar teaches principles, skills, and techniques of occupational injury investigation, including: orientation; the difference between immediate and delayed investigation; fundamentals; problem-solving techniques; interviewing for witness statements; appropriate references to OSHA and the safety standards; and legal aspects.</p> <p>For two days of the course, the trainee uses direct-reading instruments used by CSHO's to check potential workplace health hazards. (14 days)</p> <p>PREREQUISITES: Equivalent of content of Course #100-62. Course #100-63 is a required prerequisite for #100-66.</p> <p>In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-66.</p>	<p>12/02/80 - 12/19/80 03/10/81 - 03/27/81 06/02/81 - 06/19/81 09/15/81 - 10/02/81</p>

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-70	COMMUNICATIONS AND HUMAN RELATIONS FOR CSHO'S	11/18/80 - 11/21/80 12/16/80 - 12/19/80
M	Course acquaints trainee with basic communications theories and principles, personal communication, and psychological concepts in human relations. (This is an extension of the communications section of Course #100-63, Initial Compliance Course for Safety Officers.)	03/03/81 - 03/06/81 04/14/81 - 04/17/81 07/07/81 - 07/10/81 09/29/81 - 10/02/81
	(When conducted in the field, this is a 3-day course. When conducted at the Institute, this is a 4-day course.)	
	PREREQUISITES: #100-63 and #100-66. In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-70.	
100-71	CIVIL LAW ENFORCEMENT FOR CSHO'S	
M	Familiarizes trainee with the formal requirements and processes of the legal system, covering: court proceedings, hearings, submission of evidence, pre-trial preparation, testifying, Federal laws, OSHA regulations, and contest procedures. Actual cases are studied with emphasis on technicalities resulting in case dismissals. (4 days)	Dates to be announced later
	PREREQUISITES: #100-63 and #100-66. In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for #100-71.	

OSHA Notice **100-1**
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NO.	COURSE TITLE/DESCRIPTION	DATES
100-85	INTRODUCTION TO INDUSTRIAL HYGIENE FOR SAFETY OFFICERS	
M	Course familiarizes trainee with general concepts and philosophy of industrial hygiene so trainee can recognize common health hazards and determine need for compliance action. Covers IH Field Operations Manual and evaluation of selected hazards by use of instruments. (9 days)	02/02/81 - 02/12/81 03/31/81 - 04/10/81 07/28/81 - 08/07/81 09/15/81 - 09/25/81
	PREREQUISITES: #100-63 and #100-66 completion of health related on-the-job training following #100-66 and supervisor's approval.	
	In the case of OSHA personnel with CSHO experience prior to 1977, the supervisor may approve the waiver of prerequisites for safety officers.	
100-109	INTERMEDIATE INDUSTRIAL HYGIENE COURSE FOR SAFETY OFFICERS	
EE	This course is intended for those safety officers who will be expected to conduct industrial hygiene inspections according to the Field Operation Manual and the Industrial Hygiene Field Operations Manual in a variety of industries. The purpose of this course is to prepare the safety officer or other safety personnel to take advanced industrial hygiene training.	04/21/81 - 05/01/81 06/02/81 - 06/12/81 08/18/81 - 08/28/81
	This course contains an introduction to toxicology, carcinogens and related health standards, such as: arsenic, coke oven emissions and acrylonitrile. This course also includes: health hazard recognition in various industries; an introduction to ionizing and nonionizing radiation; problems of ventilation and related instrumentation; noise; introduction to noise control; advanced instrumentation; sampling techniques; and calibration of instruments not taught in the introductory industrial hygiene course for safety officers, i.e., ecolyzers, low-flow pumps, mercury detector. (9 days)	
	PREREQUISITE: #100-85 and approval of the OSHA Training Institute Manager or his designee	

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-116 EE	HAZARDOUS MATERIALS COURSE FOR INDUSTRIAL HYGIENISTS Course focuses on the recognition, evaluation, and control of flammables, combustibles, and explosives. Topics include flammable range; storage of flammables; spray and dip coating; compressed gases; explosive and blasting agents; LP gas; anhydrous ammonia; and sanitation. (9 days) Safety officers may be registered in this course when circumstances prevent registration in Course 100-10. PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses #100-27 and #100-32 (or #100-5), and #100-37; (c) one year of OSHA industrial hygiene experience.	01/06/81 - 01/16/81 03/31/81 - 04/10/81 07/21/81 - 07/31/81
100-118 EE	ACCIDENT INVESTIGATION COURSE FOR INDUSTRIAL HYGIENISTS Course provides training in accident investigation and documentation. Topics include: techniques of information collecting; interview techniques and witness statements; techniques of photography; accident reconstruction; cause analysis; violations; citations; legal procedures; immediate and delayed accident investigation; and problem simulation. Uses health-related workshops. (4 days) Safety officers may be registered in this course when circumstances prevent registration in Course 100-16. PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Courses: #100-27 #100-32 (or #100-5), #100-37, and #100-57; (c) one year of OSHA experience and 2 years of industrial hygiene experience.	10/16/80 - 10/24/80 05/07/81 - 05/15/81 06/18/81 - 06/26/81

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-121	RECOGNITION, EVALUATION, AND CONTROL OF IONIZING RADIATION	
EE	<p>Course teaches fundamental principles of ionizing radiation, industrial sources, screening devices, interpretation of the standards, agency jurisdiction, and feasible controls. (9 days) (Expanded from 5 days to 9 days)</p> <p>PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses #100-27 and #100-32 (or #100-5), and #100-37; (c) 8 hours of college level physics, or the equivalent; (d) one year of OSHA experience and 2 years of industrial hygiene experience; (e) for safety personnel after June 1, 1980, Intermediate Industrial Hygiene Course for Safety Officers</p>	<p>05/05/81 - 05/15/81 07/14/81 - 07/24/81</p>
100-122	RECOGNITION, EVALUATION, AND CONTROL OF NONIONIZING RADIATION	
EE	<p>Course familiarizes trainee with types, industrial usage, evaluation, and control of nonionizing radiation. Lectures cover the electromagnetic spectrum, microwaves, radiowaves, and lasers, and are supplemented by demonstrations/ laboratory sessions on screening devices and methods of control. (6 days) (Expanded from 5 days to 6 days)</p> <p>PREREQUISITES: (a) Civil Service rating in GS-690 series*; (b) completion of OSHA Training Institute courses: #100-27 and #100-32 (or #100-5), and #100-37; (c) 8 hours of college level physics or the equivalent; (d) one year of OSHA experience and 2 years of industrial hygiene experience; (e) for safety personnel after June 1, 1980, Intermediate Industrial Hygiene Course for Safety Officers.</p>	<p>03/24/81 - 04/01/81 06/02/81 - 06/10/81</p>

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
100-124	ADVANCED TOXICOLOGY	
EE	<p>Course includes content areas such as: Toxic Substances Control Act (an overview); the biologic transformation mechanism; the chemical hazards encountered in the workplace; the biological monitoring of workers exposed to such hazards; an overview of the human biochemistry and the effects that various toxic substances have upon the workers.</p> <p>In addition, the course will include general problems related to the extrapolation of animal studies to humans.</p> <p>Finally, the course will discuss how the Material Safety Data Sheet can be a valuable source of information for the compliance officer.</p> <p>The course will be divided into seventeen lessons. These include: Legislation, and the TLV concept; general principles of toxicology; overview of biochemistry and biological testing; factors that affect toxicity; biodynamics of a toxic substance; organ toxicology; special toxicological problems; toxicology of metals, dusts, solvents, and gases; and finally, the toxicology of non metals and pesticides. (7 days)</p> <p>PREREQUISITES: (a) Civil Service rating in GS 690 series; (b) completion of Training Institute Courses #100-27 and #100-32 (or #100-5)(c) completion of Phases I and II of the three phases training sequence.</p>	<p>10/28/80 - 11/05/80 12/09/80 - 12/17/80 03/17/81 - 03/25/81 05/05/81 - 05/13/81 06/23/81 - 07/01/81 07/28/81 - 08/05/81</p>

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COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
300-1	COMPETENT PERSON COURSE	
EE	Course is designed to develop the individual's ability to meet the criteria for a "Competent Person" as identified in 29 CFR 1915.10(b), 29 CFR 1916.10(b), and 29 CFR 1917.10(b). (This course is directed primarily to those in the private sector who need this training to meet OSHA requirements.) (To be conducted in the field upon request) (3 days) PREREQUISITE: Approval of the OSHA Training Institute Manager or his designee.	12/16/80 - 12/18/80 09/29/81 - 10/01/81
400-2	INSTRUCTOR COURSE IN OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE CONSTRUCTION INDUSTRY (FOR THE PRIVATE SECTOR)	
EE	Course is designed to prepare personnel in the construction industry and allied fields to present occupational safety and health training programs to supervisors and operating employees within the industry. (5 days) PREREQUISITE: Approval of the OSHA Training Institute Manager or his designee.	10/06/80 - 10/10/80 01/05/81 - 01/09/81 04/13/81 - 04/17/81 08/24/81 - 08/28/81
500-2	A GUIDE TO VOLUNTARY COMPLIANCE FOR INSTRUCTORS (FOR THE PRIVATE SECTOR)	
EE	Course is designed to prepare personnel from all types of industries to present information on how to implement the provisions of the Occupational Safety and Health Act of 1970 in their workplace establishments. Focus is on: 1) basics of the Act; 2) introduction to the occupational safety and health standards; and 3) the development and implementation of an effective safety and health program. (5 days) PREREQUISITE: Approval of the OSHA Training Institute Manager or his designee.	10/20/80 - 10/24/80 12/15/80 - 12/19/80 03/23/81 - 03/27/81 04/27/81 - 05/01/81 07/06/81 - 07/10/81 08/10/81 - 08/14/81

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 October 1, 1980
 Office of Training and Education

COURSE NO.	COURSE TITLE/DESCRIPTION	DATES
600-2	COLLATERAL DUTY COURSE (FOR OTHER FEDERAL AGENCIES)	
EE	This course introduces part-time safety personnel to hazard recognition and control, covering: fire protection systems; walking and working surfaces; materials handling and storage; electrical equipment and wiring; portable power tools; vehicle safety; fire exits; machine guarding; hazardous materials; office safety; and driver education. General safety and health program management studies include: accident prevention concepts; safety and health program organization and evaluation; occupational injuries and illnesses; an overview of OSHA Act and its regulations as they affect other Federal agencies; and recordkeeping and reporting. Attention is given to actual or simulated workplace inspection, to increase hazard awareness. (5 days)	10/06/80 - 10/10/80 03/02/81 - 03/06/81 06/01/81 - 06/05/81 08/17/81 - 08/21/81
	PREREQUISITE: Nomination by Federal department or agency and concurrence of OSHA Office of Federal Agency Safety and Health Programs.	
600-4	OCCUPATIONAL SAFETY AND HEALTH COURSE FOR OTHER FEDERAL AGENCIES	
EE	This course is designed for full-time safety officers or safety supervisors, assigned responsibilities under Executive Order 12196 and Part 29 CFR 1960, are taught OSHA regulations and standards in-depth to improve their hazard recognition skills. General safety and health program management training covers: an overview of OSHA Act, Federal agency inspection program for the private sector (contractor); Federal agency responsibility with respect to OSHA; safety program organization, implementation, and evaluation; accident investigation, communication, and workplace inspection techniques. Safety personnel are given an in-depth look at various parts of OSHA standards, and helped to use the standards' coding with ease. Actual or simulated workplace inspections put this new knowledge to use, increasing hazard awareness. Attendance at this course also prepares safety personnel to train collateral duty personnel. (10 days)	01/05/81 - 01/16/81 03/09/81 - 03/20/81 06/15/81 - 06/26/81 08/14/81 - 08/25/81
	PREREQUISITES: Nomination by Federal department or agency and concurrence of OSHA Office of Federal Agency Safety and Health Programs.	